



PeopleSoft Purchasing Reports Manual

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Infopac Reports

SAO Financial Systems Reports

Commodities by Vendor

MODULE:	PO	
REPORT NAME:	Commodities by Vendor	
PS ID:	POS4023X	INFOPAC ID: POXXX0423
NAVIGATION:	Vendors>Vendor Information>Report>Commodity by Vendor Report	
DESCRIPTION:	Lists all vendors with NIGP codes followed by the NIGP codes for which they have registered.	
RUN CONTROL CRITERIA:		
Vendor ID (leave blank for all vendors)		
Vendor Types radio button (All Vendors, Minority, Small Business, Small & Minority)		
FREQUENCY:	As needed	
TYPE (On Request/Overnight Batch):	On Request	
SPECIAL INSTRUCTIONS:	Report runs to Infopac (Document Direct). Select Type: File, Format: LP	

State of Georgia

Commodities by Vendor

Report ID: PO 0423
Print Date: 07/11/2006
Page: 1
PS ID: POS4023X

Report Criteria: Vendor Type = All Types

AFA = Minority African American ASA = Minority Asian American

HIA = Minority Hispanic American

NAA = Minority Native American PAI = Minority Pacific Islander

CMC = Certified Minority Subcontractor

MBE = Minority Business Enterprise

SMB = Small Business

VENDOR ID	VENDOR NAME/ADDRESS	VENDOR TYPE
0000008245	W W GRAINGER INC 2255 NORTHWEST PARKWAY SE MARIETTA, GA 30067-5079	

NIGP CODE	DESCRIPTION
00500	ABRASIVES
00505	Abrasive Equipment and Tools
00514	Abrasives, Coated: Cloth, Fiber, Sandpaper, etc.
00521	Abrasives, Sandblasting, Metal
00528	Abrasives, Sandblasting (Other than Metal)
00542	Abrasives, Solid: Wheels, Stones, etc.
00556	Abrasives, Tumbling (Wheel)
00563	Grinding and Polishing Compounds: Carborundum, Diamond, etc. (For Valve Grinding Compounds See Class 075)
00570	Pumice Stone
00584	Steel Wool, Aluminum Wool, and Copper Wool
02500	AIR COMPRESSORS AND ACCESSORIES
02510	Compressor, Bare Unit (Not Mounted or Powered), 15 HP and less
02520	Compressor, Bare Unit (Not Mounted or Powered), over 15 HP
02530	Compressor, Base or Tank Mounted, Electric Motor or Engine Driven, 15 HP and less; and Parts
02540	Compressor, Base or Tank Mounted, Electric Motor or Engine Driven, Over 15 HP; and Parts
02543	Compressors, High Pressure, All Sizes and Models
02545	Compressor, Portable, Electric Motor or Engine Driven, 5 HP and less; and Parts
02550	Compressor, Portable, Electric Motor or Engine Driven, over 25 CFM at 100 PSI; and Parts
02555	Dryers, Desiccant Air
02560	Filters, Air Gauges and Valves, Pressure Regulators, Shock Mounts, etc.
02570	Moisture Separators, Non-Refrigerated
02580	Moisture Separators, Refrigerated
02585	Motors, Air Compressor
03100	AIR CONDITIONING, HEATING, AND VENTILATING: EQUIPMENT, PARTS AND ACCESSORIES (SEE RELATED ITEMS IN CLASS 740)
03103	Air Conditioners: Commercial, and Parts and Accessories not Individually Itemized
03104	Air Conditioners: Controlled Environment (For Computer Rooms, etc.), and Parts and Accessories not
03105	Air Conditioners (Cooling and Cooling/Heating Types): Window and Wall Mounted, and Parts and Accessories Not

SAO Financial Systems Reports

Commodity Code Quarterly Report

MODULE:	PO	
REPORT NAME:	Commodity Code Quarterly Report	
PS ID:	POS4024X	INFOPAC ID: POXXX0424
NAVIGATION:	Purchasing>Management Reporting>Commodity Code Quarterly Report	
DESCRIPTION:	Lists all 10 digit codes having procurement activity in the specified fiscal quarter, and the related quantity and dollar amounts for the specified quarter and the year to date.	
RUN CONTROL CRITERIA:		
Fiscal Year (Required)		
Quarter Number (Required)		
FREQUENCY:	Quarterly	
TYPE (On Request/Overnight Batch):	On Request	
SPECIAL INSTRUCTIONS:	Report runs to Infopac (Document Direct). Select Type: File, Format: LP	

STATE OF GEORGIA

Commodity Code Activity Report

Report ID: P09999424

Print Date: 06/27/2006

Page: 1

PS ID: P054024X

For Fiscal Period From 01-JAN-2006 To 31-Mar-2006

Commodity	***** Quarter to Date *****			***** Year to date *****		
	Orders	Amount	Quantity	Orders	Amount	Quantity
03105 Air Conditioners (Cooling and Cooling/Heating Types): Window and Wall Mounted, and Parts and Accessories Not Individually Itemized						
0319800024				1	440.00	1.00
0319800044	1	3,625.00	25.00	1	3,625.00	25.00
0319800045	1	1,650.00	10.00	1	1,650.00	10.00
Total For Category	2	5,275.00	35.00	3	5,715.00	36.00
05060 Picture Frames and Framing Supplies: Mat Cutters, Mats, Molding, Stretcher Strips, etc.						
0506036450	1	13.08	6.00	1	13.08	6.00
Total For Category	1	13.08	6.00	1	13.08	6.00
06018 Brake Fluid, Hydraulic						
0601811060				1	13.25	1.00
Total For Category				1	13.25	1.00
07051 Trucks (Over One Ton Capacity)						
0709800050				2	-841.26	2.00
0709800052	1	-1,030.06	1.00	1	-1,030.06	1.00
0709800093				4	158,950.00	8.00
Total For Category	1	-1,030.06	1.00	7	157,078.68	11.00

SAO Financial Systems Reports

Minority Report by Origin

MODULE:	PO
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REPORT NAME:	Minority Report by Origin
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PS ID:	POS4019X	INFOPAC ID:	POXXX0419
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NAVIGATION:	Purchasing>Management Reporting>Minority Report by Origin
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DESCRIPTION:	Lists total bid opportunities, bid responses, and total dollars awarded to minority vendors and to all vendors for date range specified. This is generally run each quarter. Agencies run this report for their Business Unit only, but State Purchasing and the Office of Small and Minority Business can run it for all agencies.
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RUN CONTROL CRITERIA:		
Business Unit (Required for Agencies Personnel but not for State Purchasing)		
Origin (leave blank for all origins)		
From Date: (Required)		
Thru Date: (Required)		

FREQUENCY:	Quarterly
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TYPE (On Request/Overnight Batch):	On Request
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SPECIAL INSTRUCTIONS:	Report runs to Infopac (Document Direct). Select Type: File, Format: LP
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STATE OF GEORGIA
 Minority Procurement Report
 For State Authority/Commission/Board
 Presented by Business Unit & Origin

Report ID: P0 0419
 Print Date: 06/30/2006
 Page: 1
 PS ID: P034019X

001 Date Range: From 04/01/2006 To 06/30/2006

Paid to Vendors % RFQ Data %

Total Bid Opportunities

Total Vendors Solicited

Total Minorities Solicited

AFA - African American
 ASA - Asian American
 NAA - Native American
 PAI - Pacific Islander
 HIA - Hispanic American

Total Bids Received

Total Minority Bids Received

AFA - African American
 ASA - Asian American
 NAA - Native American
 PAI - Pacific Islander
 HIA - Hispanic American

Grand Total Paid for Business Unit 3,719,797.24

Grand Total Paid

Minority Dollars 16,050.62 0.43

AFA - African American 15,640.73
 ASA - Asian American 409.89
 NAA - Native American
 PAI - Pacific Islander
 HIA - Hispanic American

SAO Financial Systems Reports

Minority Report

MODULE:	PO	
REPORT NAME:	Minority Report	
PS ID:	POS4016X	INFOPAC ID: POXXX0416
NAVIGATION:	Purchasing>Management Reporting>Minority Report	
DESCRIPTION:	Lists total bid opportunities, bid responses, and total dollars awarded to minority vendors and to all vendors for date range specified. This is generally run each quarter. Agencies run this report for their Business Unit only, but State Purchasing and the Office of Small and Minority Business can run it for all agencies.	
RUN CONTROL CRITERIA:		
Business Unit (Required for Agencies Personnel but not for State Purchasing)		
From Date: (Required)		
Thru Date: (Required)		
FREQUENCY:	Quarterly	
TYPE (On Request/Overnight Batch):	On Request	
SPECIAL INSTRUCTIONS:	Report runs to Infopac (Document Direct). Select Type: File, Format: LP	

STATE OF GEORGIA
 Minority Procurement Report
 For State Authority/Commission/Board

Report ID: P0: 0416
 Print Date: 06/29/2006
 Page: 1
 PS ID: P034016X

Date Range: From 04/01/2006 To 06/30/2006			
	Paid to Vendors	%	RFQ Data %
Total Bid Opportunities			4
Total Vendors Solicited			17
Total Minorities Solicited			3 17.65
AFA - African American			1
ASA - Asian American			
NAA - Native American			
PAI - Pacific Islander			
HIA - Hispanic American			
Total Bids Received			9
Total Minority Bids Received			
AFA - African American			
ASA - Asian American			
NAA - Native American			
PAI - Pacific Islander			
HIA - Hispanic American			
Grand Total Paid	945,349.22		
Grand Total Paid			
Minority Dollars	9,086.80	0.96	
AFA - African American	7,859.00		
ASA - Asian American	667.80		
NAA - Native American			
PAI - Pacific Islander			
HIA - Hispanic American	40.00		

SAO Financial Systems Reports

Vehicle Report

MODULE:	PO/AP	
REPORT NAME:	Vehicle Account Report	
PS ID:	APS4028X	INFOPAC ID: AP4030428
NAVIGATION:	Accounts Payable>Reports>Vouchers>Vehicle Report	
DESCRIPTION:	Lists PO's or Vouchers that were created each day where a Chart of Accounts specific to a Vehicle purchase is used. This allows DOAS to track vehicle purchases to assure that proper approvals have occurred.	
RUN CONTROL CRITERIA:		
None		
FREQUENCY:	Daily	
TYPE (On Request/Overnight Batch):	Overnight Batch	
SPECIAL INSTRUCTIONS:	Used by DOAS only. Runs automatically in batch each night.	

State Of Georgia
 Vehicle Account Report
 Accounts Payable

Report ID: AP 0428
 Print Date: 07/01/2006
 Page: 1
 PS ID: APS4028X

PO Activity:

Unit	-Origin-PO ID	-Agency Name	-PO Date	-Buyer	-PO Status	-PO Type	-Operator	Updated
40200-524	-0000049068		-06/30/06	Carolyn H Crane	-Dispatched-SWCRelease	Carolyn H Crane	404-656-5	
40200-524	-0000049068		-06/30/06	Carolyn H Crane	-Dispatched-SWCRelease	Carolyn H Crane	404-656-5	
40200-524	-0000049069		-06/30/06	Carolyn H Crane	-Dispatched-SWCRelease	Carolyn H Crane	404-656-5	
40200-524	-0000049070		-06/30/06	Carolyn H Crane	-Dispatched-SWCRelease	Carolyn H Crane	404-656-5	
40200-524	-0000049071		-06/30/06	Carolyn H Crane	-Dispatched-SWCRelease	Carolyn H Crane	404-656-5	
40200-524	-0000049071		-06/30/06	Carolyn H Crane	-Dispatched-SWCRelease	Carolyn H Crane	404-656-5	
40200-524	-0000049071		-06/30/06	Carolyn H Crane	-Dispatched-SWCRelease	Carolyn H Crane	404-656-5	

*** End Of Report ***

On Request PDF

SAO Financial Systems Reports

Awarded Bid Results

MODULE:	PO	
REPORT NAME:	Awarded Bid Results	
PS ID:	POS4002X	INFOPAC ID: N/A
NAVIGATION:	Purchasing>Manage Request for Quotes>Reports>Awarded Bid Results	
DESCRIPTION:	Lists RFQ Header information and awarded vendor followed by the RFQ lines awarded to that vendor including the quantity, unit price and line amount for each awarded vendor. This is printed for posting in the bid room.	
RUN CONTROL CRITERIA:		
Business Unit (Required)		
RFQ ID (Required)		
FREQUENCY:	Daily	
TYPE (On Request/Overnight Batch):	On Request	
SPECIAL INSTRUCTIONS:	Does not run to Infopac (Document Direct), rather is available as .pdf document in the Report Manager. Select Type: Web, Format: PDF	

**State of Georgia
Awarded Bid Results**

Report No: PCS4002X
Print Date: 07/05/2006
Page: 2

Agency Name:		Vendor:	LEWIS LUMBER & SUPPLY CO
RPQ Number:	1-111-0000001919		217 CLEVELAND AVE
Opening Date:	06/08/06 10:00:00		P O BOX 410
Purchasing Agent:	RHOUSWOR		HARTWELL, GA 30643
Phone Num.:	404/651-4646		449-9567
Vendor Num.:	0000062029		

Line	NIGP	Item Description	Quantity	Unit Price	Line Amount
1	03105	Test line one	10.0000	\$8.0000	\$80.00
		Total Awarded to Vendor	10.0000		\$80.00
		RPQ Award Total	20.0000		\$160.00

SAO Financial Systems Reports

Contract Print (Notice of Award)

MODULE:	PO	
REPORT NAME:	Awarded Bid Results	
PS ID:	POS4002X	INFOPAC ID: N/A
NAVIGATION:	Purchasing>Manage Request for Qutoes>Reports>Awarded Bid Results	
DESCRIPTION:	Lists RFQ Header information and awarded vendor followed by the RFQ lines awarded to that vendor including the quantity, unit price and line amount for each awarded vendor. This is printed for posting in the bid room.	
RUN CONTROL CRITERIA:		
Business Unit (Required)		
RFQ ID (Required)		
FREQUENCY:	Daily	
TYPE (On Request/Overnight Batch):	On Request	
SPECIAL INSTRUCTIONS:	Does not run to Infopac (Document Direct), rather is available as .pdf document in the Report Manager. Select Type: Web, Format: PDF	

**State of Georgia
Awarded Bid Results**

Report No: POS4002X
Print Date: 07/05/2006
Page: 2

Agency Name:		Vendor: LEWIS LUMBER & SUPPLY CO
RFQ Number:	00-111-0000001919	237 CLEVELAND AVE
Opening Date:	06/08/06 10:00:00	P O BOX 410
Purchasing Agent:	RHOUSWOR	HARTWELL, GA 30643
Phone Num.:	404/651-4646	449-9567
Vendor Num.:	0000062028	

Line	NIGP	Item Description	Quantity	Unit Price	Line Amount
1	03105	Test line one	10.0000	\$8.0000	\$80.00
		Total Awarded to Vendor	10.0000		\$80.00
		 RFQ Award Total	20.0000		\$160.00

SAO Financial Systems Reports

External Customer Award Summary Report

MODULE:	PO	
REPORT NAME:	External Customer Award Summary	
PS ID:	POS4009X	INFOPAC ID: N/A
NAVIGATION:	Purchasing>Request for Quotes>Reports>External Cust Award Sum	
DESCRIPTION:	Lists RFQ lines (grouped by awarded vendor) with awarded quantities, unit price, UOM, and Line amounts, followed by Vendor Name and address of awarded vendor. Used primarily to transmit bid summary information to non-PeopleSoft agencies whose requisitions are bid by State Purchasing.	
RUN CONTROL CRITERIA:		
Business Unit (Required)		
RFQ ID (Required)		
FREQUENCY:	Daily	
TYPE (On Request/Overnight Batch):	On Request	
SPECIAL INSTRUCTIONS:	Use primarily by State Purchasing to provide bid summary information to non-PeopleSoft agencies whose requisitions were bid by State Purchasing.	
Does not run to Infopac (Document Direct), rather is available as .pdf document in the Report Manager. Select Type: Web, Format: PDF		

State Of Georgia

EXTERNAL CUSTOMER AWARD SUMMARY

Report No: PCS4009X
Report Date: 05-JUL-2006
Page No: 1

Business Unit:

RFQ No: 0000001918

Ref No: From Req ID - 0000000302

Line No.	NIGP Code	Description	Quantity	Unit Price	UOM	Line Amount
2	03105	Test line two	10	8.00	EA	80.00
Payment Terms: Net 30						
Vendor: 0000012504 HOME DEPOT 5300 WINDWARD PARKWAY ALPHARETTA, GA 30004						
1	03105	Test line one	10	8.00	EA	80.00
Payment Terms: Net 30						
Vendor: 0000062028 LEWIS LUMBER & SUPPLY CO 237 CLEVELAND AVE P O BOX 410 HARTWELL, GA 30643						
Total for 0000001918						160.00

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SAO Financial Systems Reports

Purchase Order Print

MODULE:	PO	
REPORT NAME:	Purchase Order/Change Order	
PS ID:	POS4003XA	INFOPAC ID: N/A
NAVIGATION:	Purchasing>Purchase Orders>Dispatch Purchase Orders	
DESCRIPTION:	Printed Purchase Order or Change Order (Correction)	
RUN CONTROL CRITERIA:		
Business Unit: (Required)		
PO ID: (Recommended)		
Chartfields: Valid Chartfields		
Change Orders: Changed & Unchanged Orders		
Header Only	(If printing only header information)	
Print Barcode	(To print barcode representing PO number on face of Purchase Order)	
FREQUENCY:	Daily	
TYPE (On Request/Overnight Batch):	On Request	
SPECIAL INSTRUCTIONS:	Can also be printed from Dispatch Button on PO Header. Does not run to Infopac (Document Direct), rather is available as .pdf document in the Report Manager.	

Purchase Order

Ship To:

Vendor: 0000082028
LEWIS LUMBER & SUPPLY CO
237 CLEVELAND AVE
P O BOX 410
HARTWELL, GA 30643

Purchase Order	Type	Date	Revision	Page
200-111-0000059520	OMP	05/24/2006		3
Payment Terms	Freight Terms	Ship Via		
Net 30	Destination	COMMON		
Buyer / Phone: Richard Houseworth 4-657-3956				

Bill To:

Line-Sch	Item	Description	Quantity	UOM	PO Price	Extended Amt	Due Date
The State of Georgia Contract Terms and Conditions are applicable to this order. They can be viewed at: http://statepurchasing.doas.georgia.gov Select Vendor Services, then Vendor Tools, then Terms and Conditions.							
1-1	03105	Test line one	10.0000	EA	9.0000	90.00	05/24/2006
Item Total						90.00	
Total PO Amount						90.00	

SAO Financial Systems Reports

Receipt Delivery Report

MODULE:	PO	
REPORT NAME:	Receipt Delivery Report (Crystal)	
PS ID:	POY5030	INFOPAC ID: N/A
NAVIGATION:	Purchasing>Receipts>Reports>Receipt Delivery	
DESCRIPTION:	Printed Receiver	
RUN CONTROL CRITERIA:		
Business Unit (Required)		
Receipt No: (Required)		
FREQUENCY:	Daily	
TYPE (On Request/Overnight Batch):	On Request (Crystal)	
SPECIAL INSTRUCTIONS:	Crystal Report. Server Name: PSNT Select Type: Web, Format: PDF	

	Report ID:	POY900	PeopleSoft Purchasing	Page No.	1
	User ID:	RHOUSWOR	RECEIPT DELIVERY DETAIL REPORT	Run Date	7/5/2006
	Run Control:	RECEIPT-DELIVERY-RHOUSWOR		Run Time	10:32:04 AM

Location PO_111001
 Address
 Phone
 Building
 Attention

Receiving BU 46200
 Vendor 0000012594
 Receipt Date 6/8/2006
 Receipt Status Received
 Bill of Lading

Receiver ID 0000029543
 HOME DEPOT

Floor
 Ext.

Rec'd Ln	Item ID	Item Description	Qty Accepted	Qty	UCM	Exp Date	PO BU	Purchase Order	Expiration	Delivery Date	Delivered To
1		Test line two	10.00		EA	6/8/2006	46200	000009550	000000000		

SAO Financial Systems Reports

Requisition Print

MODULE:	PO	
REPORT NAME:	Requisition	
PS ID:	POS4004X	INFOPAC ID: N/A
NAVIGATION:	Purchasing>Requisitions>Reports>Print Requisition	
DESCRIPTION:	Printed Requisition	
RUN CONTROL CRITERIA:		
Business Unit (Required)		
Requisition ID: (Recommended)		
FREQUENCY:	Daily	
TYPE (On Request/Overnight Batch):	On Request	
SPECIAL INSTRUCTIONS:	Does not run to Infopac (Document Direct), rather is available as .pdf document in the Report Manager. Select Type: Web, Format: PDF	

Requisition

APPROVED

Ship To:

Req ID:	Date	Page
230-331-0000000289	05/31/2006	3
Requester	Currency	
Richard Housworth 4-657-3956	USD	
Requester Signature		

Line-Subd	Item	Description	Quantity	UOM	Price	Extended Amt	Due Date
-----------	------	-------------	----------	-----	-------	--------------	----------

This is a test header comment to see how it prints on the requisition.

This is another test header comment to see if it prints below the first one.

1-1		Test requisition line one. The description on this line is being entered to be relatively long to see how it prints on the Requisition Report	1,000.0000	EA	10.00	10,000.00	
-----	--	---	------------	----	-------	-----------	--

This is a comment to line one of the requisition. It should print after the requisition description.

This is another line comment for the requisition. It should print below the first requisition comment.
Buyer: Richard Housworth 4-657-3956

Line Total:	100.00
Total Requisition Amount:	10,100.00

SAO Financial Systems Reports

Requisition Status Report

MODULE:	PO
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REPORT NAME:	Requisition Status Report
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PS ID:	POS4017X	INFOPAC ID:	N/A
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NAVIGATION:	Purchasing>Management Reporting>Requisition Status Report
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DESCRIPTION:	Lists all active requisitions by Buyer with their status, but also includes number of days in each processing step. Requisitions will continue to be listed on the report until they close, which may not be until after the PO closes. In order to get the requisition to drop off the report if it continues to be listed after award, the buyer must manually close the requisition in the system.
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RUN CONTROL CRITERIA:		
Buyer Name (or Blank for all buyers)		

FREQUENCY:	On Demand
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TYPE (On Request/Overnight Batch):	On Request
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SPECIAL INSTRUCTIONS:	Does not run to Infopac (Document Direct), rather is available as .pdf document in the Report Manager. Select Type: Web, Format: PDF. Used by State Purchasing only.
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State of Georgia
Requisition Status Report
Presented for Each Buyer

Report No: pos4017x
Print Date: 07/11/2006
Page No: 1

For Buyer: RHOUSWOR

RFQ ID	Open Contract?	RFQ Approval Date	Accounting Date	Date RFQ Approved	RFQ ID	Stat	Date of Bid Opening	Date Bid Awarded	PO/Contract ID	Days in Step 1	Days in Step 2	Days in Step 3	Total Days
Business Unit:													
0000000141	N	08-MAY-2006	08-NOV-2005							64	0	0	64
0000000144	N	18-MAY-2006	18-MAY-2006							54	0	0	54

Total For Business Unit: 2 Requisitions

Business Unit:

0000000266	N	18-MAY-2006	18-MAY-2006							54	0	0	54
0000000274	N	18-MAY-2006	18-MAY-2006							54	0	0	54
0000000277	N	20-MAY-2006	20-MAY-2006							52	0	0	52
0000000279	N	21-MAY-2006	21-MAY-2006							51	0	0	51
0000000285	N	24-MAY-2006	24-MAY-2006	24-MAY-2006	0000001910	A	24-MAY-2006	24-MAY-2006	P 0000059519	0	0	0	0
								24-MAY-2006	P 0000059520	0	0	0	0
0000000286	N	24-MAY-2006	24-MAY-2006	24-MAY-2006	0000001911	A	24-MAY-2006	24-MAY-2006	P 0000059521	0	0	0	0
0000000287	N	24-MAY-2006	15-APR-2006							48	0	0	48
0000000288	N	31-MAY-2006	30-APR-2006							41	0	0	41
0000000303	N	09-JUN-2006	09-JUN-2006							32	0	0	32
0000000304	N	05-JUL-2006	30-APR-2006	05-JUL-2006	0000001922	A	05-JUL-2006	05-JUL-2006	C A462-111-50505-1	0	0	0	0
								05-JUL-2006	C A462-111-50505-2	0	0	0	0

Total For Business Unit: 10 Requisitions

Business Unit:

0000000553	N	06-MAY-2006	06-MAY-2006							66	0	0	66
0000000556	N	11-MAY-2006	11-MAY-2006	06-JUL-2006	0000002725	A	12-JUL-2006			56	6	0	62
0000000560	Y	15-MAY-2006	15-MAY-2006							57	0	0	57

Total For Business Unit: 3 Requisitions

SAO Financial Systems Reports

RFQ Print

MODULE:	PO	
REPORT NAME:	Request for Quote/Addenda	
PS ID:	POS4005X	INFOPAC ID: N/A
NAVIGATION:	Purchasing>Request for Quotes>Dispatch RFQ's	
DESCRIPTION:	Printed Copy of Request for Quote	
RUN CONTROL CRITERIA:		
Business Unit (Required)		
RFQ ID (Required)		
Vendor ID (Optional)		
Print Addenda Only (Optional)	(If printing addenda to RFQ)	
(Header Only)	(If printing header information only)	
FREQUENCY:	Daily	
TYPE (On Request/Overnight Batch):	On Request	
SPECIAL INSTRUCTIONS:	Does not run to Infopac (Document Direct), rather is available as .pdf document in the Report Manager. Select Type: Web, Format: PDF	

SAO Financial Systems Reports

Statewide Contract Item Schedule

MODULE:	PO		
REPORT NAME:	Statewide Contract Item Schedule		
PS ID:	POS4010X	INFOPAC ID:	N/A
NAVIGATION:	Purchasing>Procurement Contracts>Reports>Contract Item Report		
DESCRIPTION:	Lists items on statewide contract including vendor #, NIGP code, description, price, UOM, and contract effective and expiration dates.		
RUN CONTROL CRITERIA:			
Item Group (SWC) (Required)	(represents all items related to Statewide Contract)		
Contract ID (Optional)	(if only items from one Vendor Contract is to be printed when multiple split awards were made)		
Expiration Date (Required)	Contract Expire Date (must be same date for all split awards)		
FREQUENCY:	As needed		
TYPE (On Request/Overnight Batch):	On Request		
SPECIAL INSTRUCTIONS:	Used by State Purchasing only. Does not run to Infopac (Document Direct), rather is available as .pdf document in the Report Manager. Select Type: Web, Format: PDF		

STATE OF GEORGIA
STATEWIDE CONTRACT AWARDED ITEM SCHEDULE

Report No: POS4010X
 Print Date: 07/05/2006
 Page No: 1

Item Group: SWC*0460 **Description:** Fire Extinguisher Contract

Vendor	NIGP Code	Contract ID	Line	Description	UOM	Unit Price	Eff. Date	Exp. Date
0000004740	3402833050	SWC40460-1	1	Extinguishers, Fire, Dry Chemical, for Class B and C Fires, 2.5 lb., 10 B.C, USCG Bracket	EA	50.00000	01/31/2006	06/30/2006
0000004740	3402833100	SWC40460-1	2	Extinguishers, Fire, Dry Chemical, for Class B and C Fires, 10 lb., 40 B.C, Standard Bracket	EA	100.00000	01/31/2006	06/30/2006
0000004740	3402833200	SWC40460-1	3	Extinguishers, Fire, Dry Chemical, for Class B and C Fires, 20 lb., 80 B.C, Standard Bracket	EA	200.00000	01/31/2006	06/30/2006

SAO Financial Systems Reports

Vendors by NIGP Code

MODULE:	PO	
REPORT NAME:	Vendors by NIGP Code	
PS ID:	POS4018X	INFOPAC ID: N/A
NAVIGATION:	Purchasing>Request for Quotes>Reports>Vendors by NIGP Code	
DESCRIPTION:	Similar to the 0PO006 query, lists Vendors, Addresses, and Small or Minority Status information based upon 5 digit NIGP code entered.	
RUN CONTROL CRITERIA:		
Category (5 digit NIGP Code)		
Vendor Type radio buttons (All vendors, Minority only, Small Business, or Small & Minority)		
FREQUENCY:	Daily	
TYPE (On Request/Overnight Batch):	On Request	
SPECIAL INSTRUCTIONS:	Agencies should also use Procurement Registry website to locate potential bidders.	
Does not run to Infopac (Document Direct), rather is available as .pdf document in the Report Manager. Select Type: Web, Format: PDF		

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VENDORS BY NIGP CODE

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Report Criteria: Vendor Type = All Types

AFA - Minority African American ASA - Minority Asian American NAA - Minority Native American
HIA - Minority Hispanic American PAI - Minority Pacific Islander SMB - Small Business

NIGP Code	Description	Vendor Name/Address/Phone/Fax	Vendor Type
03105	Air Conditioners (Cooling and Cooling/Heating Types): Window and Wall Mounted, and Parts and Accessories N Individually Itemized		
RFQ_BLANK		.NAME _____ ADDRESS: _____ _____ FEIS or GA VNDER ID: _____	
0000003084		A & B HEATING & COOLING CO INC ATTN ROBERT 110 CRAWLEY STREET THOMASTON, GA 30286-2909 706-647-9844	SMB
0000014178	Y	A & D DISTRIBUTORS ENTERPRISES INC P O BOX 14008 AUGUSTA, GA 30907 706-651-0238 Fax: 706-651-0239	AFA ^T SMB
0000346602		A & T HUSTON TRUCKING LTD 2279 CHEROKEE VALLEY CIRCLE LITHONIA, GA 30058 7704902596 0 Fax: 7709874006	SMB

SAO Financial Systems Reports

Contract Information Summary Report

MODULE:	PO	
REPORT NAME:	Contract Information Summary	
PS ID:	POS4007X	INFOPAC ID: N/A
NAVIGATION:	Purchasing>Procurement Contracts>Reports>Contract Sum Info Report	
DESCRIPTION:	Prints Statewide Contract cover page including vendor, addresses, contract administrator, phone and email addresses, etc. Data for this report is entered by the user on the Contract Header and Vendor Contacts pages.	
RUN CONTROL CRITERIA:		
Contract ID		
FREQUENCY: As needed		
TYPE (On Request/Overnight Batch):	On Request	
SPECIAL INSTRUCTIONS:	Both Contract Header and Vendor Contact Information (related to the Contract Primary Contact) must exist before report is printed.	
Used by State Purchasing only. Does not run to Infopac (Document Direct). Select Type: Web, Format: PDF		

Under Development